



Maine Revenue Services

000633000

EMPLOYER'S AMENDED RETURN OF MAINE INCOME TAX WITHHELD

000633000

FORM 941A-ME LOOSE

Period Covered:

Mo. Day Year Mo. Day Year

Withholding Account Number:

Name:

1. Withheld income tax previously reported for the quarter 1 \$

2. Correct withheld income tax for the quarter 2

3. Withheld income tax adjustment 3

4. If balance due, amount
due with this return 4

5. If overpayment, enter amount here
(All overpayments will be refunded) 5

MAKE CHECK PAYABLE TO TREASURER, STATE OF MAINE

Date Signature Title Telephone

6. Explanation of adjustments: _____

Rev. 12/99

office use only _____



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INSTRUCTIONS FOR AMENDED RETURN

Purpose of Form: Use Form 941A-ME to correct an error in income tax withheld for an earlier quarter. Please do not make adjustments on any current Form 941ME or 941/C1-ME to amend the period for which the error was made. Prepare a separate 941A-ME for each quarter in which an error was made.

Period Covered: Enter the beginning and ending dates of the period being corrected. For example, if the error was made in the first quarter of 2000, enter 01-01-00 - 03-31-00.

Line 1: Enter the withholding amount previously reported for the quarter being corrected.

Line 2: Enter the correct withholding amount for the quarter being corrected.

Line 3: Line 1 minus line 2. This amount may be either positive or negative. If it is negative, enter a minus sign in the box to the left of the number.

Line 4. Balance Due: If the amendment results in a balance due (line 2 larger than line 1), enter the balance due amount on line 4 and enclose a check for that amount. Mail the payment to Maine Revenue Services, Income/Estate Tax Division, P.O. Box 1061, Augusta, ME 04332-1061.

Line 5. Overpayment: If the amendment results in an overpayment (line 1 larger than line 2), enter the overpayment on line 5. A refund check will be mailed to you.

Line 6: Use this space to enter an explanation of the error you are correcting.

